

**WOLF TOWNSHIP**  
**ORGANIZATION MEETING**  
**January 6, 2020**

The Organization Meeting for the Board of Supervisors of Wolf Township was held on January 6, 2020 per Article VI, Section 602. (a) of the Second Class Township Code. The meeting was called to order at 7:00PM by Dean Barto and roll was taken. Supervisors attending were Dean Barto, Gregg Clayton and David Thomas. A quorum was declared. Melanie N. McCoy, Secretary/Treasurer also attended.

**Visitors:** Richard Marsh, Carl Schultz and Oliver Holmes.

**MOTION** by Dean Barto and seconded by Gregg Clayton to appoint Melanie N. McCoy Temporary Secretary and Gregg Clayton, Temporary Chairman. Motion carried.

**MOTION** by Dave Thomas and seconded by Gregg Clayton to appoint Dean Barto, Chairman for 2020. Motion carried.

*Dean Barto continued the meeting as Chairman.*

**MOTION** by Dean Barto and seconded by Gregg Clayton to appoint David Thomas Vice-Chairman. Motion carried.

**MOTION** to appoint Melanie N. McCoy Secretary/Treasurer by David Thomas and seconded by Gregg Clayton. Motion carried.

**MOTION** by Dave Thomas to appoint McCormick Law Firm as solicitor at the current fee schedule, seconded by Gregg Clayton. Motion carried.

**MOTION** by Gregg Clayton and seconded by David Thomas to retain Vassallo Engineering as engineer for the Township and accept their current fee schedule. Motion carried.

**MOTION** by Gregg Clayton and seconded by Dave Thomas to retain Todd Pysher as alternate engineer for the Township. Motion carried.

**MOTION** to retain Larson, Kellett & Associates as Auditor for the Township was made by David Thomas, seconded by Gregg Clayton. Motion carried.

**MOTION** by Dave Thomas and seconded by Gregg Clayton to set the standard business mileage reimbursement rate as determined by the IRS. The 2020 rate is 58 cents per mile. Motion carried.

January 6, 2020

**MOTION** to appoint Code Inspections Inc.; a third-party agency as the Building, Zoning and Codes Enforcement Agency and to assist the Floodplain Administrator was made by Gregg Clayton, seconded by Dave Thomas. Motion carried.

**MOTION** to appoint Dean Barto Floodplain Administrator by Dave Thomas and seconded by Gregg Clayton. Motion carried.

**MOTION** to appoint Jami Nolan Primary Sewage Enforcement Officer by Gregg Clayton and seconded by Dave Thomas. Motion carried.

**MOTION** to appoint Robert Bertin, Jed Nolan and Craig June - Alternate Sewage Enforcement Officer by Gregg Clayton and seconded by David Thomas. Motion carried.

**MOTION** to approve the SEO Fee Schedule by David Thomas, seconded by Gregg Clayton. Motion carried.

**MOTION** to appoint Gregg Clayton, Roadmaster by David Thomas and seconded by Dean Barto. Motion carried.

Gregg Clayton made a **MOTION** to affirm David Thomas and Dean L. Barto as Laborers for the Township. David Thomas seconded the motion. Vote was unanimous.

**MOTION** to participate in the West Branch Council of Governments by Gregg Clayton and seconded by David Thomas. Motion carried.

David Thomas made a **MOTION** to appoint Gregg Clayton West Branch COG Representative, Dean Barto seconded the motion. Vote was unanimous.

**MOTION** to appoint Rusty Corson the West Branch COG Alternate Representative by Gregg Clayton and seconded by David Thomas. Motion carried.

Gregg Clayton made a **MOTION** to retain James Koons, Jr., Road Worker at a rate of \$15.50 per hour. Seconded by David Thomas. Present rate is \$15.00. The vote was unanimous.

Gregg Clayton made a **MOTION** to retain Rusty Corson, Road Worker at a rate of \$16.00 per hour. Seconded by David Thomas. Present rate is \$15.50. The vote was unanimous.

**MOTION** by David Thomas and seconded by Gregg Clayton to retain Kevin Clayton, Snow Removal at a rate of \$15.50 per hour. Motion carried.

**MOTION** to set Melanie N. McCoy's wages at \$22.75 per hour by David Thomas and seconded by Gregg Clayton. Present rate is \$22.15 per hour. Motion carried.

January 6, 2020

David Thomas made the **MOTION** to set Jennifer Mausteller, Secretary, wage at \$17.36 per hour. Gregg Clayton seconded the action. Present rate is \$16.86 per hour. Motion carried.

Gregg Clayton made a **MOTION** to approve Compensation Time, benefits and policy changes set forth in the Wolf Township Personnel Policy, seconded by David Thomas. Motion carried.

David Thomas made a **MOTION** to approve Holidays, seconded by Gregg Clayton. Motion carried.

**MOTION** by David Thomas and seconded by Gregg Clayton to appoint Larry Michael to the Zoning Hearing Board (three-year term). Motion carried.

**MOTION** to appoint Layne Oden as solicitor for the Zoning Hearing Board at the current fee schedule by David Thomas and seconded by Gregg Clayton. Motion carried.

**MOTION** by David Thomas, seconded by Gregg Clayton to appoint Joshua Gardner and David Gardner to a four-year term on the Planning Commission. Motion carried.

Appointment to the Hughesville Wolf Township Joint Municipal Authority is tabled until the next regular meeting.

**MOTION** by David Thomas, seconded by Gregg Clayton to appoint Pat Fortin to a three-year term on the Property Maintenance Appeal Board. Motion carried.

Gregg Clayton made a **MOTION**, seconded by Dave Thomas to set compensation for the Planning Commission, Property Maintenance Appeal Board and Zoning Hearing Board at \$75.00 per meeting. Motion carried.

**MOTION** by David Thomas to appoint Charlie Lockard to the Vacancy Board, seconded by Gregg Clayton. Motion carried.

**MOTION** to appoint Bryan Boyer Emergency Coordinator by Dave Thomas and seconded by Gregg Clayton. Motion carried.

**MOTION** to designate First National Bank, Muncy Bank & Trust Co., Citizens Northern Bank, Branch Banking and Trust Company, Jersey Shore State Bank and Janney Montgomery Scott as depositors for Township funds by Gregg Clayton and seconded by Dave Thomas. Motion carried.

**MOTION** by David Thomas and seconded by Gregg Clayton to set meeting date for Supervisor's Meetings to Second Monday of the month at 7:00PM. Motion carried.

January 6, 2020

**MOTION** by David Thomas and seconded by Gregg Clayton to approve Supervisor's and Full-time Employees benefits. Motion carried.

**MOTION** by Gregg Clayton and seconded by David Thomas to approve Supervisor's and Secretary to attend the annual convention at Hershey and to have their expenses reimbursed by the Township. Motion carried.

**MOTION** by David Thomas to appoint Dean Barto voting delegate, seconded by Gregg Clayton. Motion carried.

**MOTION** by Gregg Clayton and seconded by David Thomas to order PSATS Township News for the Chairman of the Zoning Hearing Board, Planning Commission, the Township Office, David Thomas and Dean Barto. Motion carried.

**MOTION** to require prior permission for any expenditure, school or meeting expense above \$1000.00 by David Thomas and seconded by Gregg Clayton. Motion carried.

*With all organizational matters addressed, the Regular Meeting of the Board of Supervisors began.*

**Visitors:** All visitors stayed for the regular meeting. Oliver Holmes asked that the Board of Supervisors investigate the water run off issues in Trinity Estates. Gregg will follow-up.

**Minutes:** A **MOTION** was made by Gregg Clayton, seconded by Dave Thomas to approve the minutes from the Regular Meeting held 12/9/2019. Motion carried.

**Code Enforcement:** Monthly report distributed to the Board of Supervisors. A hearing is schedule before District Justice Kemp for Richard Umpstead on January 9<sup>th</sup>. The Board is asked to consider canceling due to Mr. Umpstead submitting a zoning application. After a discussion into the details, a **MOTION** was made by Dean Barto to instruct the solicitor to go forward with the hearing but to request the minimum penalty, remove the building and to complete a Land Development plan and the necessary permit applications for his Contractor's Yard. David Thomas seconded the motion. David and Dean voted yes, and Gregg Clayton abstained.

**Planning Commission:** The Planning Commission planned to meet on January 13, 2020 but due to other commitments and lack of agenda items the meeting has been canceled.

The Hughesville 220 Pit Stop Engineer contacted the Township Office explaining that new plans will be submitted in March.

**Solicitor:** No report.

January 6, 2020

**Roadmaster:** Gregg reported that ditch work is being done along Penn Drive weather permitting.

**Sewer Authority:** Phosphorous Treatment Plant is under construction. Flows are where they should be. They are experiencing trouble with the drawings they have of the lines and many lines are collapsing. Anticipate major expenditures due to the age of the plant and the lines.

**Old Business:**

**New Business:** Gregg made a **MOTION** to approve the annual Agreements for Fire Protection and Emergency Medical Services with the Picture Rocks Volunteer Fire Department, seconded by David Thomas. Motion carried. Hughesville Volunteer Fire Department Agreement is tabled.

David Thomas made a **MOTION**, seconded by Gregg Clayton to approve the Health Reimbursement Arrangement Plan Renewal. There are no changes. Motion carried.

**MOTION** to approve the Emergency Contingency Plan, seconded by David Thomas. Motion carried.

**Financial Report:** David Thomas made a **MOTION** to approve the Treasurer's Report and Payment of Bills. Gregg Clayton seconded the motion and it was unanimously approved.

A **MOTION** to adjourn was made at 7:58pm by Dave Thomas, seconded by Gregg Clayton. Motion carried.

Respectfully submitted,

Melanie N. McCoy  
Secretary/Treasurer